

CIA INTERNAL USE ONLY

8 June 1959

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Report on Savings

1. This memorandum is for information only.
2. Under date of 14 May 1959 we reported to the Acting Deputy Director (Support) a savings of about \$17,000 per year which we were able to effect in the guard force by conversion of three GSA guard sergeants from reimbursable to non-reimbursable cost status. I am now glad to report that as a result of continuous management monitoring of the GSA guard force by the Office of Security it appears that we will effect a further savings through the utilization of a new time report form by which we expect to decrease overtime costs by an amount as high as an estimated \$2,000 per month.

SIGNED

Sheffield Edwards
Director of Security

cc: Comptroller

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